

RV CHAPTER – SHRM 2008 Board of Directors
Board Meeting Minutes
November 13, 2008

Present: Trish Forde, Paula Stanbridge, Ginger Kentzell, Heidi Willey, Joan McBee, Suz Montemayor, Crystal Peterson, Sarah Elkinton, Gary Galligan, Ainoura Oussenbec, Lisa Seldon, Clair Steffens

Absent: Janeen Hilbrink, Michael Rees, Lyndell Smothers, Jon Jennings, Karen Holt, Joan McBee, Connie Burns, Fred Holloway, Anne Golden, Esperanza Hewitt, Michelle Robison

Meeting was called to order at 7:42 am by President Trish Forde

SUBJECTS

NEW BUSINESS

- Minutes from the October board meeting were approved with requested changes.
- Kick-off meeting for 2009 board members will be held at Applebee's on Thursday, January 15th at 5:30pm. Regular board meetings will resume in February on the third Thursday of each month at Elmer's Restaurant in Medford at 7:30am.
- Suz Montemayor & Michael Rees will be attending the SHRM Leadership Conference in Washington, DC later this month. They will give us a report at the January Kick-Off Meeting.
- Trish has asked all board members to complete their section(s) of the Chapter Achievement Plan (CAP) so we can submit on time. For the last 2 years we have received the Superior Achievement Chapter Award. Gary will outreach Tim for his portion of the HRCI section for last year. Ginger will talk to Fred about posting all approved board meeting minutes to our website.
- Trish presented a document on "Affiliate Membership" for the board's review. Further information will be needed on how much our chapter receives for each affiliate member and what the dues amount should be. Possibly have one of our members-at-large to enroll affiliate members and hold them accountable to the rules of no spamming our member email list and no solicitations. Agenda item will be added to the January meeting to further discuss these issues as well as defining the application process to approve for affiliate membership.
- No scholarship applications have been received to date for the PHR/SPHR test, which is now available at the RCC/SOU Higher Education center.
- Holiday Social update: to be held at RCC/SOU Higher Education Center on Tuesday, December 16th. "Save the Date Flyer", has been emailed to membership. Michelle will create the invitation and Trish will send them out requesting an RSVP so we can get a final head count. Sarah mentioned a website named EVITE which is free to use for sending invitations. Food cost estimated at \$400. Gifts will cost \$200. Members must bring their own wine and bottle opener. Gift exchange limit \$15 for those who wish to participate.

BOARD STANDARD REPORTS

Programs: Ainoura stated the November chapter meeting program is all set. She has asked Suz and Trish to remain after today's board meeting to discuss programs for next year.

Hospitality: Sarah announced that Trish would be providing the door prize for the November meeting. She is in need of prizes for the 2009 meetings. Motion was made to purchase a rolling tote for carting member information to meetings. Motion seconded and approved.

Financials: Paula presented the financial report. Paula suggested we use some of our monies for community events like the Heart of Medford Winter Lights Festival. Trish suggested we continue discussion on what types of events the board would like to support throughout the year.

Legislative: No report

Certification: Gary reported he has received the certification PowerPoint presentation from Tim and is beginning to receive names of those interested in the class. He will create a flyer and send to Trish for distribution to membership

Membership: No report

Newsletter: Claire is working on her first newsletter with Heidi. She is looking for articles, and asked Joan to write up something on the need for HR intern sites. Please contact her with your articles.

Community Relations (Advertising): No report

Outreach: No report

Web Master: No report

College Relations: Joan McBee announced that she is in need of businesses willing to take an HR intern. They are required to complete 120 hours of internship per quarter and usually do this at a rate of 12 hours per week. Please contact her if you can help.

Diversity: No report

Workforce Readiness: Suz is hoping to get information at next weeks conference to see if a workforce readiness group can help us get a program together for high school students. She will report next month.

At Large: Heidi asked board members if they all use Outlook and the majority stated they do. She plans to send out board meeting invites via email that will automatically update your Outlook Calendar.

Trish and Janeen attended the State Council meeting last week. Oregon SHRM has rented a limo to transport Oregon SHRM delegates at the conference and has scheduled a night tour of Washington DC.

SPECIAL PROJECTS	Person(s) Responsible	Due Date
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ACTION ITEMS	Person(s) Responsible	Due Date
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PARKING LOT ITEMS	Person(s) Responsible	Revisit / Due Date
Affiliate Membership	All	1/15/2009
Community events funding	All	Future meetings

Trish thanked everyone for their time, dedication and support this past year. “2008’s board members made my job so easy! You guys ROCK! “

No December meeting will be held. Hope to see you all at the Holiday Social..

The Kick-Off Meeting for the 2009 RV Chapter Board Members will be held at 5:30pm on January 15, 2009 at Applebee’s in Medford and brought to order by President Elect Heidi Willey.

Happy Holidays!

Meeting adjourned 8:48am

Respectfully submitted,

Ginger Kentzell
Secretary